



Custodian Job Description

Level I General

Descriptors

Position Title: General
Position Classification: Level I Custodian Supervisor
Exempt Status: Non-Exempt
Supervisory: No

Department: Operations
Reports To: Ops and Maintenance
Revision Date: 1/1/2014

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Perform a variety of custodial duties to maintain the cleanliness and orderliness of district buildings.

Essential Duties and Responsibilities

75% Cleaning

- Clean, scrub, strip, wax, buff, vacuum or sweep floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas
- Gather up, empty and wash trash containers inside and outside of building
- Receive deliveries and supplies
- Restock restroom and cleaning supplies

5% Grounds

- Clear sidewalks and steps
- Apply salt or sand to ground surfaces
- Edge and trim grass around the building

5% Activities and Events

- Assist with the set up and take down for activities or events
- Shut down the building after an activities or events

5% Installing, Maintaining and Repairing

- Monitor boiler
- Replace lighting (light bulbs and fluorescent)
- Check eye wash and shower stations
- Check off on monitoring forms
- Report any repairs or supplies needed to supervisor

5% Security

- Open and close the building including locking doors and windows
- Respond to call back alarm
- Be a first point of contact for emergency personnel

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School diploma or equivalent required
- Obtain special boilers license within 12 months of hire
- Valid Minnesota driver's license

Experience:

- Previous custodial experience preferred

Essential skills required to perform the work:

- Proper cleaning techniques
- Ability to follow written and verbal instruction
- Proper lifting techniques
- Basic computer skills
- Ability to work in a team or independently
- Ability to meet deadlines
- Organization and time management skills
- Ability to work safely with cleaning products
- Ability to handle varying sequence of duties

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Uses hand tools
- Uses cleaning equipment including buffers, carpet cleaners and floor machines
- Uses basic grounds equipment including lawnmowers, weed eaters, shovels, rakes and snow blowers
- Utilizes computer, energy management software and phone devices

Physical and Mental Requirements

Physical Job Requirements:

- Position requires pulling, stooping, climbing, crawling and kneeling
- Position requires extended periods of time on feet
- Position requires frequent lifting up to 40lbs, occasional lifting up to 75lbs and use of assistive lifting techniques for anything over 75lbs
- Position involves repetitive motions
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position requires organization and prioritizing tasks to meet deadlines

- Position requires maintaining concentration and paying attention to operation of equipment
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and taking direction from multiple people
- Position requires hand and eye coordination

Hazardous Working Conditions:

- Exposure to dirt, dust and fumes
- Exposure to blood and bodily fluids
- Exposure to varying weather elements
- Exposure to heights
- Exposure to chemicals
- Night and evening hours may be required
- Travel to other buildings may be required

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.